



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड  
Power Grid Corporation of India Limited  
सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी  
Central Public Information Officer under the RTI Act, 2005  
केन्द्रीय कार्यालय, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122001  
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001



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दिनांक: 26 September, 2022

PGCIL/R/E/22/00310

MD TAHER AHMED,  
VILL & PO DASGRAM, PS NILAMBAZAR, DIST KARIMGANJ-788722 Assam

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी ।

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 8 September, 2022 को प्राप्त अपने आर.टी.आई. अनुरोध का संदर्भ लें ।

उपरोक्त पत्र में वांछित जानकारी अनुलग्नक-1 में संलग्न है ।

यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हों तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आर.टी.आई अधिनियम, 2005 के तहत केन्द्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी.अनंत शर्मा  
कार्यपालक निदेशक (सी. एस.) एवं अपील प्राधिकारी  
केन्द्रीय कार्यालय, पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,  
सौदामिनी, प्लॉट नंबर-2, सेक्टर-29, गुडगांव-122001, हरियाणा।  
ईमेल आईडी: appellate.cc@powergrid.co.in  
फोन नंबर: 0124-2571994

धन्यवाद,

भवदीय,  
E. Jaganath Rao (10)  
26/9/22  
( ए. जगन्नाथ राव )  
वरिष्ठ महाप्रबंधक (कें.आयोजना) एवं  
केन्द्रीय लोक सूचना अधिकारी  
Email ID: cplo.cc@powergrid.co.in

**Sub: Reply to RTI Request of Shri Md. Taher Ahmed, Karimganj, Assam**

Sl. No.	Information sought:	Reply:
1.	Please provide the latest Recruitment and Promotion Rules/Regulations Guidelines applicable to the employees of your organisation.	<p>A copy of the POWERGRID latest Recruitment Policy &amp; Procedures is enclosed herewith at <b>ANNEXURE-A</b> for reference.</p> <p>In respect of promotion rules, it is stated that POWERGRID has implemented tailored promotion policies/ rules, with different channels of promotions, for different cadres of employees, keeping in view the organizational requirement and the need to provide adequate career growth opportunities to its employees.</p>
2.	Please Provide the Wage/Pay Revision Order w.e.f. 01.01.2017 for unionized category employees/workmen of your organization.	The Wages/Pay Revision w.e.f. 01.01.2017 for Employees in the Workmen Category vide Circular dated 01.01.2019 is enclosed herewith at <b>ANNEXURE-B</b> for reference.
3.	Please provide the policy on Conveyance (Car/ Bike) Advance/ loan applicable to employees of your organization.	A copy of the POWERGRID Conveyance Advance Rules is enclosed herewith at <b>ANNEXURE-C</b> for reference.

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सिंहल  
26/09/22



## RECRUITMENT POLICY AND PROCEDURES

### PREAMBLE

POWERGRID subscribes to the belief that efficiency, effectiveness and success of the organisation depends largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organisation.

POWERGRID is, therefore resolved to provide a framework of policies which will enable the Organisation to attract the right talent for the jobs and make it available at the right time and in right number with the ultimate objective of ensuring optimum and effective utilisation of the human resources in a climate of satisfaction, development and growth.

In pursuance of the above objectives and consistent with the Company's social and national obligations, POWERGRID hereby makes the following policy statement to be called POWERGRID RECRUITMENT POLICY AND PROCEDURES to govern, regulate and generally facilitate recruitment of personnel in the Offices and Establishments of the Company.

### 1.0 Preliminary

- 1.1 The policy statement and the rules and procedure made hereunder will be applicable to recruitment and selection of employees of all classes and categories irrespective of whether they are against regular, temporary, casual, or trainee posts, unless specifically stated otherwise.
- 1.2 Classification of employees into regular, temporary, casual and trainee for the purpose of this policy will be the same as defined in the Company's Service Rules.

### 2.0 Manpower Planning and Budgeting

- 2.1 In all Regions and Sub-Stations of the Company, before the end of August every year, each Department will review of adequacy or otherwise of the available manpower with reference to the tasks and targets and determine any additional requirements of manpower in qualitative and quantitative terms for the immediately following financial year.
- 2.2 Based on the requirements of additional manpower of the individual departments, the detailed manpower plan for the financial year will be prepared jointly by the Planning and Human Resource Departments for the Regions as a whole giving specific details of each new post other than casual posts and justification therefore and this manpower plan containing details of expenditure involved will form a part of the overall manpower Budget of the Region.
- 2.3 The requirement of casual and other contingent staff will not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Works Budget.

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- 2.4 Annual manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all the Regions/Projects will be consolidated into an integrated Company Manpower Plan which will form a part of the Annual Budget to be submitted for approval of the Board of Directors.
- 2.5 On approval by the Board, these manpower plans will constitute sanction for creation of posts including posts of trainees and form the general basis of recruitment during the financial year.
- 3.0 Creation of Posts**
- 3.1 Notwithstanding the Board's overall sanction for the creation of posts as above, specific sanction for each new post from the competent authority will be necessary before initiation of action for filling the posts and the competent authority will issue the necessary sanction depending on the requirements from time to time during the year within the approved budget sanction and manpower plans subject, however, to the policies and directives that may be issued by the Board of Directors and/or Chairman and Managing Director, as the case may be.
- 3.2 For the purpose of according sanction to the creation of regular, trainee and temporary posts in different categories within the approved budget provisions and approving appointments to such posts, the competent authorities as provided under Delegation of Power to be referred and hereinafter referred to as the Appointing Authority.
- 3.2.1 Authorities competent to accord sanction to creation of posts within approved budget provisions, will be as per Delegation of Powers.
- 3.2.2 Authorities competent to approve appointments to the posts created within the manpower budget provisions will be as per Delegation of Power.
- 3.3 While the authority competent to sanction the creation of posts will have the flexibility to re-appropriate posts as between various functions under his control subject to over all provisions in the budget, no non-executive post shall be created unless such post is included in the approved budget and manpower plans except with the prior approval of the Chairman & Managing Director who may accord the necessary approval only in exceptional cases. Proposals for creation of such posts not covered by the annual manpower plan will be accompanied by full justifications and explanation of reasons and circumstances due to which the necessary provision could not be made at the time of formulating the annual manpower plan.
- 4.0 Job Title, Job specification, Role Outline and Pay Scales**
- 4.1 Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature and quality of experience, upper age limit etc. and a general outline of the role and responsibilities will be laid down in respect of each job title along with the pay scale or consolidated daily/monthly wage rate in which the posts in the category will be operated.



4.2 To ensure uniformity and consistency, such job titles, job specifications and role outlines together with the pay scales applicable in respect of all categories of posts will be issued by the Corporate Centre from time to time with the approval of the Chairman and Managing Director.

4.3 No appointment shall be made to any post in the Company unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, OBC(NCL), EWS, Persons with Disability, Ex-servicemen and other special categories.

Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Chairman & Managing Director in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Company.

#### 5.0 Induction Levels

5.1 Keeping in view the need for induction of experienced personnel during the formative stage of a new organisation, recruitments in POWERGRID during the initial years may take place at levels of the organisational hierarchy but while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades.

5.2 At the appropriate stage of the growth of the organisation, recruitments will be restricted by and large to the induction levels as specified in Schedule I, so as to ensure that prospects of career growth of existing employees are in no way impaired.

5.3 Infusion of new blood to the executive and supervisory cadres will be through the Executive Trainee and Supervisory Trainee Schemes under which training based on specific requirements of the company will be imparted to the fresh professional graduates and diploma holders to be recruited on a regular annual basis.

#### 6.0 Agencies for Recruitment

6.1 All recruitment to the executive cadres inclusive of Executive Trainees for all Sub-Station and Regions of the company will be centralised in the Corporate Centre and dealt with by the Corporate Human Resource Department.

6.2 In respect of all non-executive personnel, recruitment and training wherever necessary, will be done/ provided by Human Resource Department of the concerned region.

#### 7.0 Sources and Modes of Recruitment

7.1 For recruitment of professional personnel in Company's executive cadre including executive trainees, selection will be made on an all-India basis and for this purpose, the posts to be filled will be duly notified through press advertisements and Company Notice Boards and/or through circulars issued to Government Departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available.

- 7.2 In respect of recruitment to non-executive posts of the levels of W7/S1 and below, all vacancies will be notified to the Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that notifications for recruitment of reserved vacancies will also be issued to Associations concerned, copies of notification may also be sent simultaneously to the Central Employment Exchange and other employment exchanges in the neighbouring districts within the State and Government and Semi-Government Organisations and/or the positions may be advertised in the local press subject, however, to the condition that all things being equal, preference will be given to suitable candidates sponsored by the concerned Employment Exchange.

- 7.3 In respect of recruitment to non-executive posts of the levels S2 & above recruitment will be made from all the states within the Regions where the Sub-Station /Establishment is located and the states neighbouring such region and for this purpose notification for filling the vacancies will be issued in the newspapers and also to the employment exchanges of the Regions though the Central Employment Exchange, Government Industrial Training Institutes and Polytechnics, in addition to the Notice Board in the company's premises.

Provided that recruitment may be made to such posts from outside the region where the appointing authority is satisfied that suitable candidates in adequate number may not be available within the region.

Provided that to facilitate recruitment to the reserved vacancies, copies of such notifications will also be issued to the various agencies and associations as stated above.

- 7.4 In addition to the above, induction of executive and specialist non-executive personnel may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources :

- (a) Deputation from Central/State Government/Electricity Boards and Public Sector Organisations where suitable personnel on terms offered by the Company may not be available at the right time from other sources where the time and cost involved in processing recruitments through open advertisements may not be justified in view of the number or nature of posts to be filled.
- (b) Campus interview and recruitment of Executives at Trainee Level from reputed Engineering Institutions and of Officers at Trainee Level from reputed Management Institutions.
- (c) Candidates located through personal contacts and talent survey, only in respect of posts requiring specialist knowledge and expertise and/or exceptional qualification and merit subject to approval by the Chairman and Managing Director.

**8.0 To fill job openings by selection from within**

- 8.1 The internal candidates who fulfil all eligibility requirements may be considered along with other candidates.



- Provided, however, that they should not have been considered for a similar position in any of the Departments/Units of the Company and found unsuitable in the course of one year proceeding the time of the current recruitment.
- 8.2 For being considered for selection from within the organisation on the basis of internal circulars for a job opening in a particular grade, employees in the next lower grade only are eligible. Provided that he/she must have served for a minimum of two years in his existing grade in POWERGRID as required under the Service Rules.
- 8.2.1 However, for induction level recruitment, selections based on Employment Exchange notification and/or open advertisement, the fulfilment of Service Rules condition of putting in two years of service in the existing grade will not be necessary. It will also not be necessary that the post applied for must always be in the next higher grade. The selections against induction level posts as given in schedule V in respect of departmental candidates may be considered, provided the candidates meet the minimum qualification and other requirements for the notified/advertised post.
- 8.3 Subject to fulfilment of minimum eligibility requirements and other prescribed criteria, directly recruited regular employees including deputationists will be considered eligible for selection to a post in open competition with external candidates.
- 8.4 Applications of all internal candidates will be forwarded to the Human Resource Department by the Head of the Department who should give in his forwarding statement :
- Comments on the suitability of the candidates for the post applied for
  - Assessment of the performance of the candidate.
  - Remarks whether or not candidate can be released in case he is selected, without detriment to the job currently being handled by him.
- 9.0 **Preference for Candidates Belonging to Scheduled Castes/Scheduled Tribes/Ex-Servicemen, Displaced Persons etc.**
- 9.1 Towards the fulfillment of the Company's social and national obligations, it will always be POWERGRID's endeavour to provide gainful employment on a preferential basis to the members of the economically backward classes, ex-servicemen, persons uprooted from the project areas and other unfortunate sections of the society and for this purpose the directives of the Government concerning reservation of vacancies and special concession to be allowed to such candidates will be most strictly and conscientiously adhered to. Details of the directives currently in force are given in Schedule II.
- 10.0 **Application Formalities**
- 10.1 No appointment other than appointments on deputation will be made in the company except on the basis of an application giving details and particulars as may be prescribed from time to time.
- 10.2 While as a rule, for all recruitments, applications should be in the forms prescribed for different categories from time to time as far as possible, applications on plain paper



may also be resorted to wherever necessary keeping in view the urgency for manning the post and the lead time involved.

- 10.3 Unless specifically exempted by the appointing authority, all applications for job position in the Company will be accompanied by a postal order of the value of Rs. 500/- for Executive Trainees and other Executive posts. Rs 300/- for Supervisory posts and for other Non-executive posts other than those covered by the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that candidates belonging to Physically Disabled category, Scheduled Castes and Scheduled Tribes and Ex-servicemen will be exempted from the payment of application fee, regardless of the post being reserved for them.

- 10.4 In the case of all recruitment based on open advertisement and public notifications, there will be a last date for the receipt of applications, after which no application will be entertained for the posts advertised except with the approval of the appointing authority who may permit applications to be entertained after the expiry of the last date in special cases if he is satisfied that there is good and sufficient cause and justification for such relaxation.

**11.0 Forwarding of Applications of Candidates from Government and Public undertakings**

- 11.1 Consistent with the guidelines issued by the Department of Public Enterprises vide DPE'S MEMO NO. 2(172)/71-BPE(GM) DATED AUGUST 18, 1971, POWERGRID will accept applications only if they are forwarded through proper channels in respect of persons employed in the Central and State Governments and in those Public Undertakings whose rules provide for carry forward of gratuity, leave, provident fund and other benefits of transfer on movement to another organisation in the public sector with the consent of both the organisations concerned.

Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels if the candidate submits a declaration along with the application stating that if selected for appointment in POWERGRID on terms acceptable to him :

- (a) he will be agreeable to forego the benefits of carry forward of leave, gratuity etc.; and  
 (b) he will be able to produce a 'No Objection Certificate' and secure due release from his present organisation within the stipulated notice period.

- 11.2 In respect of candidates from public undertakings who despite and aforementioned guidelines from DPE, do not provide for carry forward of leave, gratuity and other benefits even in respect of persons whose applications are forwarded through proper channel, applications may be entertained directly as in the cases of candidates from private sector organisations and the requirement of proper channel will not apply.

- 11.3 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in POWERGRID.



11.4 In respect of candidates from Government and Public Sector Organisations who apply through proper channel, Human Resource Department will obtain copies of the annual appraisal reports or their abstracts in POWERGRID's reference check forms which will be placed before the Selection Board during or after interview but before the finalisation of the panel of selected candidates.

## 12.0 Requisition for Manpower

12.1 The respective departments will forward their manpower requirements in prescribed requisition forms to the Human Resource Department through the respective Appointing Authority competent to sanction creation of posts indicating therein the last dates by which placement of personnel is desired for different posts keeping in view the normal lead time for recruitment.

12.2 The requirements will be examined with reference to the sanctioned manpower in the budget by the Human Resource Department who, before proceeding with recruitment, will verify whether the post/posts can be filled.

- (a) out of acceptable transfer requests pending, if any.
- (b) recommended inter-functional adjustments of posts.
- (c) Record of surplus staff (internal) suitable for deployment.
- (d) Executive trainees, supervisory trainees and other trainees apprentices whose completion of training coincides with the requirements.

## 13.0 Processing of Applications

13.1 All applications received against a specific notification/advertisement will be subject to a preliminary scrutiny by the Human Resource Department who will ensure that :

- (a) Applications are duly completed and accompanied by the prescribed application fees and where received within permitted time.
- (b) Age of the applicant is within the prescribed limit.
- (c) Qualifications and experience of the candidates conform to those prescribed.
- (d) Applications have been submitted 'Through Proper Channel' wherever required.
- (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC(NCL), EWS, Persons with Disability, Ex-Servicemen etc. application is accompanied by a certificate to that effect from the competent authority.

13.2 The applications that fulfill the prescribed requirements after preliminary scrutiny (1<sup>st</sup> level and 2<sup>nd</sup> level) as above will be listed and forwarded to the Department concerned for further scrutiny with a view to selecting for test/interview only those candidates who are considered suitable in terms of nature and quality of technical knowledge and professional expertise required for each specific post.

13.3 On completion of the screening by the function concerned, the Head of the Department will forward to the Human Resource Department the list of candidates considered eligible for test/interview, spelling out clearly the criteria adopted for screening and the basis of rejection of applications in each case.



- 13.4 While the applications will be screened at the appropriate executive level depending upon the grade of the post to be filled, it is advisable for the Head of the Department concerned to ensure as far as practicable that the scrutiny is carried out by an Officer of the Department who will be participating in the selection process as the expert member in the Selection Board representing the Department.
- 13.5 After the applications are finally screened, Human Resource Department will prepare a final list of eligible candidates in order of merit based on the criteria determined in the course of earlier scrutiny and other relevant factors keeping in view the reserved vacancies and the special relaxation for candidates belonging to Scheduled Castes and Scheduled Tribes etc. and this short list after approval by the appointing authority or the officer to whom powers in this behalf are delegated will form the basis for candidates being called for selection test and/or interview.
- 14.0 Selection Process and Constitution of Selection Boards**
- 14.1 Various selection methods like trade tests, written tests, group discussions etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose, the Human Resource Department in association with the concerned Department, wherever necessary will evolve and prescribe uniform methods of selection in all Units for similar jobs.
- 14.2 All direct appointments to every post in the company, whether regular, temporary, trainee or casual, except appointments on deputation from Government organisations and public sector undertakings, will be made only on recommendation of a duly constituted Selection Board/Committee.
- 14.3 All appointments to the executive and managerial cadres of the Company including Executive Trainees will be made on the recommendations of the POWERGRID Central Selection Board, Guidelines for the constitution of which are given in Schedule-III.
- 14.4 The Selection Boards/Committees will be constituted by the Human Resource Department in each case with the approval of the Appointing Authority.
- 14.5 Honorarium and reimbursement of boarding and lodging expenses may be made to Members of the Selection Board/Committee from outside the organisation as per rates and rules in this regard laid down by Corporate Centre from time to time.
- 15.0 Interviews and Role of Selection Boards**
- 15.1 The candidates included in the shortlist of rated applications referred to in clause 13.5 above will be called upon to undergo a prescribed selection process which may consist of :
- (a) an interview before the Selection Board,  
or
  - (b) a test and/or group discussion followed by an interview of all candidates before the selection board,  
or
  - (c) an elimination test and/or group discussion followed by an interview before the Selection Board of only those who qualify in the test and/or group discussion.

## Recruitment Policy and Procedures



- 15.1.1 As per Gol directives, interview as a selection criteria has been dis-continued for the non-executive post in recruitment.
- 15.2 All candidates called for interview who come from places beyond a distance of 30 km will be reimbursed actual expenses incurred on travel to and from the place of interview on production of money receipt or any other supporting documentary evidence in respect of the onward journey, limited to :

Return air-fare (Economy) by the shortest route	-For all executive posts in the levels of GM and above.
I class/II class AC sleeper return rail fare by the shortest route	-For executive posts in the level of E3 and above
Sleeper class return rail fare by the shortest route	-For executive posts including Executive Trainees, all Non-executive posts including supervisor and other trainees under company training scheme.

The shortest route for this purpose will be from the place to which the interview call letter was mailed to the appointed place of interview.

- 15.3 The call letters to the candidates for appearing for interview before the Selection Board, to be issued by registered post or under certificate of posting, not later than ten clear days before the date of interview should, inter alia state clearly the post and the grade/grades for which the candidate will be considered and other formalities that he will be required to comply with prior to the interview.
- 15.4 In the case of recruitment for vacancies reserved exclusively for the Scheduled Castes, Schedule Tribes and OBC[NCL], separate interviews exclusively for candidates belonging to these communities will be held before the Selection Board which should include, whenever possible, a member nominated by the Commissioner of Scheduled Castes, Schedule Tribes and OBC[NCL] or a Manager of the Corporation belonging to any of these communities as required under the Presidential directives issued in this regard.
- 15.5 Human Resource Department will make available to the members of the Selection Board the following documents and particulars regarding the candidates called for interview :
- A copy of the advertisement/notification together with the specific requirements and duties and responsibilities of the posts.
  - Bio-data of each candidate.
  - Applications in original.
  - Appraisal reports and comments of forwarding authority in the case of internal candidates.
  - Special information, if any, relevant to Selection regarding any candidate.
- 15.6 Apart from participating generally in the selection process, the representative of the Human Resource Department in the Selection Board will have the following specific responsibilities :

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- (a) At the commencement of the proceedings of the Selection Board, he will brief the members generally on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.
- (b) While the specialist/technical members of the Selection Board will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the HR representative to call the attention of the Board to the attitudinal, motivational and personality aspects relevant to the job requirements.
- (c) He will ensure consistency in the selection standards, starting salaries, status and seniority keeping in view the existing position within the organisation and comparative position prevailing generally in the open market and particularly in the similar organisations in the Government and public sector.
- (d) He will assist the Board in the negotiation of the terms including starting salary, grade seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters, if and when asked for by any candidate.
- (e) At the end of each interview, he will review and seek feedback on availability/non availability of adequate number of proper kind of candidates for the particular job and the need for development and training of such personnel internally.
- 15.7 Keeping in view the qualifications, experience, if any, and other relevant facts vis-à-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable.  
Provided that when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.
- Provided also that in respect of the reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to Persons with Disability, EWS, OBC(NCL), Scheduled Castes and Scheduled Tribes.
- 15.8 While making its recommendations of names of suitable candidates, the Selection Board may make special mention of the following wherever appropriate :
- (a) The amount of starting basic salary in cases where pay is to be fixed above the minimum of the grade.
- (b) Any remarks regarding accelerated promotion to the next higher grade subject to satisfactory performance in exceptional cases of candidates who are too senior to start afresh in the grade to which they are selected but not senior enough for selection to the higher grade for reasons of internal company policy.
- (c) Area/areas of specification and strength where the candidate would be best suited.



(d) Any other recommendation/remark considered relevant and necessary in respect of any candidate.

#### 16.0 Operation of Panel of Selected Candidates

- 16.1 The panel of candidates in order of merit as prepared by the Human Resource Department, on approval by the Appointing Authority, will form the basis for issue of offers of appointment.
- 16.2 The functional panel of selected candidates will normally remain valid and operative for a period of six months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.
- 16.3 Based on the panel as recommended by the Selection Board, Human Resource Department will issue offers of appointment to one or more candidates in the order given in the panel depending on the number of posts as sanctioned by the appointing authority from time to time.
- 16.4 Where there is a separate panel of selected candidates from the OBC(NCL), EWS, Scheduled Castes and Scheduled Tribes in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government will be followed while making offers of appointment.

#### 17.0 Offers of Appointment

- 17.1 Human Resource Department will issue the offers of appointment in the prescribed form in duplicate and the contract of appointment will be complete on receipt of the letter of acceptance along with the copy of offer duly signed by the candidate.
- 17.2 Based on the length of notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling the vacant post, the offer of appointment will state the last date by which the candidate must join the Company failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the appointing authority prior to the expiry of the joining time as indicated in the offer of appointment.

#### 18.0 Medical Fitness

- 18.1 Nobody will be appointed to any post in the Company whether regular, temporary, trainee or casual unless he is declared physically fit as per the medical fitness standards prescribed for the post after a medical examination by the Company's authorised medical officer/officers at the time of appointment in the Company's service.
- 18.2 Notwithstanding the above, internal candidates and candidates joining POWERGRID from the organisations in the Government and Public Sector who have been examined and declared fit at the time of their initial appointment in the Government or Public Sector as the case may be exempted from Pre-Employment Medical Examination provided they furnish a certificate a declaration to that effect.

**19.0 Joining Formalities**

- 19.1 Employees on the first appointment to the Company's service will furnish to the Human Resource Department copies of documents and other details and particulars as given in Schedule IV.
- 19.2 In case of recruitment to executive and supervisory posts, prescribed application forms will include a column for the candidates to give names of two references to whom in the event of selection of the candidate, reference will be made in the prescribed form for eliciting their views and opinions on the suitability of the candidate for employment in the Company.
- 19.3 On appointment of a person in the company, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form in terms of directives issued by the Government from time to time in this regard.

Provided, however that such verification of antecedents may not be insisted upon in the case of persons employed in the Government/Semi Government Organisations and Public Sector Undertakings immediately prior to the appointment in POWERGRID subject to be condition that in the case of persons coming from Semi-Government Organisations and Public Sector Undertakings, satisfactory evidence is made available in support of the fact that due verification of antecedents was made at the time of their appointment to the Semi-Government Organisation or Public Sector Undertaking, as the case may be.

**20.0 Interpretation and Amendments**

- 20.1 In the case of any doubts arising with regard to any of the provisions in the Recruitment Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest in the Chairman and Managing Director whose decision will be final.

## SCHEDULE-I

## INDUCTION LEVELS

Category	Levels
<b>Non Executives</b>	
Unskilled Group	W-0
Semi-Skilled	W-3
Skilled Group & Equivalent Secretarial and Clerical Staff	W-4
Supervisory & equivalent categories	S-1
<b>Executives</b>	
Assistant Executive Trainee / Assistant Officer Trainee	After 01 year training
Executive Trainee	After 01 year training
Executives (Officer/Engineer)	E-3

## SCHEDULE-II

**CONCESSIONS TO CANDIDATES BELONGING TO THE  
SCHEDULED CASTES / SCHEDULED TRIBES/OBC's/EWS**

1. Reservation of posts, as per the rosters prescribed by the Government.
  - (i) Direct recruitment on All-India basis.
    - a) By open competition (i.e. through UPSC or by means of open competitive test held by any authority) Scheduled Castes 15%, Scheduled Tribes 7 ½%, OBCs – 27%, EWS – 10%
    - b) Otherwise than by open competition – Scheduled Castes – 16 2/3%, Scheduled Tribes – 7 ½%, OBC'S – 27% -, EWS – 10%.
    - c) However, it must be ensured that the reservations provided to SC/ST/OBCs put together do not exceed 50% of vacancies arising.
  - (ii) Direct recruitment made on local/regional basis.
2. The upper age limit will be enhanced by 5 years in case of all cadres/groups in respect of SC/ST candidates and 3 years in case of OBCs.
3. Though the level of qualifications shall not be lowered, the degree of attainment in these qualifications shall be relaxed; e.g. if the prescribed standard is a first class degree, it will be relaxed to a degree. This shall however be applicable only to candidates belonging to SC/ST categories.
4. The experience will be relaxed by ;
  - A maximum of one year if prescribed experience is 3-5 years.
  - A maximum of two years if prescribed experience is 6-10 years.
 Under no circumstances will the units exceed these limitations provided the Chairman and Managing Director directs to alter these limitations depending on whether or not the possibilities of fulfilling obligations in this regard are remote. This relaxation shall be applicable only to candidate belonging to SC/ST categories.
5. SC/ST candidates shall be exempted from payment of application fees.
6. **Concessions to Persons Displaced from the areas acquired for the project :**  
In lower scales preference should be given to persons displaced as a result of setting up new units, particularly in backward and tribal areas specially to SC/ST.
7. **Reservations of Posts for Ex-Servicemen and Dependents of those killed in Action :**  
Reservation of vacancies: For direct recruitment 14 ½% [10 + 4 1/2] of the vacancies in each of the categories of class III posts and 24 ½ [20 + 4 1/2] of vacancies in each of the categories of Group-C and Group-D posts respectively.

Relaxation regarding age limits and educational qualifications will be as per the directives of the Government.



**SCHEDULE – III****POWERGRID Central Selection Board will be set up with the following constitution**

- a) One member from amongst persons of eminence and integrity with a suitable background in selection of personnel such as retired members of UPSC or former Chief Executive/Heads of reputed organisations. He could be appointed on a part-time but continuing basis as Consultant or on a fee-and-expenses basis.
- b) Chairman and Managing Director or any of his nominees from amongst officers in senior most managerial cadres in the Corporate Office.
- c) Ch. General Manager, Head of the Unit or Region concerned or in the case of Corporate Office, Head of the Region concerned.
- d) Not less than a specialist Adviser in the concerned specialisation whether from within or outside the Corporation.
- e) Representative of Human Resource Department.  
Chairman of the Board will be the member from (a) above or in his absence in special case Chairman of the Corporation or any of his nominees not below the rank of General Manager.
- f) Subject matter Expert – A person of eminence in the respective discipline / subject from outside the organization. Can be an academician, consultant or practising professional in the field.

**SCHEDULE – IV****JOINING FORMALITIES**

In case of appointments to regular scales of pay the employees joining the Organisation will, report to the Human Resource Department of the Unit he is joining and will furnish the following :

- i) Joining report
- ii) A written undertaking regarding his :
  - a) Marital Status
  - b) Home-town
  - c) Immovable property
  - d) Employment of spouse in an embassy or Foreign mission
- iii) Medical fitness certificate
- iv) Attested copies of bio-data
- v) Attested copies of certificates and testimonials
- vi) 2 character certificate from a gazetted officer.
- vii) Release and pay certificates in case of employees from Government/Public Sector Undertakings.
- viii) Attestation Forms for verification of the antecedents.  
Those appointed as Trainees will be required to execute and furnish bonds, undertaking to complete the training course and thereafter to serve the Company for a minimum period as laid down in the bond.

## SCHEDULE - V

## INDUCTION LEVELS - NON-EXECUTIVES

Designation	Grade	Minimum qualification and other requirements
Jr. Assistant	W3	Matriculation + 1 year experience + typing test (30 w.p.m.)
Jr. Technician Trainee	W3	ITI (Electrical) Pass from a recognized Technical Board/ Institute.
Steno-typist	W4	Higher Secondary + Shorthand (80 w.p.m.) and typing (40 w.p.m.) tests
Asstt. Gr. IV	W4	Graduation + 1 year Experience + typing test (40 w.p.m.)
Stenographer	W5	Graduation + Shorthand (100 w.p.m.) and typing (40 w.p.m) tests.
Diploma Trainee	S1 (after training)	Diploma in Engineering with minimum 70% marks.
Jr. Officer Trainee (HR)	S1 (after training)	Two years (Full- time Course) PG Diploma in Personnel Management / MSW (with PM as a main subject) with minimum 55% marks.

**पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड**  
(मानव संसाधन - औ.सं. एवं वे. विभाग)

सी.सी./मा.सं./औ.सं. एवं वे./2019

दिनांक: 13/03/2019

केन्द्रीय मानव संसाधन परिपत्र संख्या: 435 / 2019

**विषय : Revision of Wage and Benefit Structure for Employees in the Workmen Category**

In pursuance to the Memorandum of Agreement reached in the POWERGRID National Bi-partite Committee (PNBC) in its meeting held on 25th February, 2019 between the management and unions, the Management is pleased to announce the revised scales of pay and allowances etc. for the employees in the workmen category in the regular pay scales of POWERGRID as per details given hereunder:-

**1.0 Pay Scale :**

The revised scales of pay effective from 01.01.2017 corresponding to the existing scales of pay for workmen are as given below:

Grade	Existing Pay Scale (2007) (INR)	Revised Pay Scale (2017) (INR)
W0	8700 – 20000	20000 – 57500
W1	10500 – 23000	20500 – 68000
W2	11000 – 24500	21000 – 72000
W3	11500 – 26000	21500 – 74000
W4	12500 – 27500	22000 – 85000
W5	13500 – 29500	22500 – 100000
W6	14500 – 32000	23000 – 105000
W7	15500 – 34500	24000 – 108000
W8	16000 – 35500	25000 – 117500
W9	17000 – 37000	26000 – 118000
W10	18500 – 40000	27000 – 118500
W11	20000 – 42500	28000 - 119000
WSG	20500 – 44500	29000 - 119500

**2.0 Fitment Benefit :**

A uniform full fitment benefit @ 15% shall be provided on the sum of Basic Pay (including admissible Stagnation Increments) as on 31.12.2016 and IDA @ 119.5 % as applicable on 01.01.2017, to all the workmen who were on the rolls of POWERGRID as on 31.12.2016 and who continued to draw pay in the regular workmen pay scales as on 01.01.2017.

1/13/2019

**3.0 Pay Fixation Methodology :**

Following fitment methodology shall be implemented to arrive at the revised Basic Pay as on 01.01.2017:-

A		B		C		D
Basic Pay + Stagnation increment(s) as on 31.12.2016 (Personal Pay / Special Pay not to be included)	+	Industrial Dearness Allowance (IDA) @119.5% as applicable on 1.1.2017 [under the IDA pattern computation methodology linked to All India Consumer Price Index (AICPI) 2001=100 series]	+	15 % of (A+B)	=	Revised BP as on 1.1.2017* (Aggregate amount rounded off to the next Rs. 10/-.)
* In case of revised basic pay as on 01.01.2017 arrived so, is less than the minimum of the revised pay scale, basic pay will be fixed at the minimum of the revised pay scale.						

**4.0 Increments:**

A uniform rate of 3% of Basic Pay will be applicable for both annual increment as well as promotion increment, rounded off to the next multiple of Rs. 10. In case of reaching the end point of pay scale, a workman will be allowed to draw stagnation increments, one after every two years up to a maximum of three such increments, provided the workman gets a performance rating of 'Good' or above.

**5.0 Pay Fixation on Promotion :**

Basic Pay shall be fixed in the promoted grade after allowing one notional increment at the rate of 3% of basic pay in the pre-promoted revised pay scale and rounding off the resultant to the next multiple of Rs. 10/-. If the sum so arrived at works out to be less than the minimum of the promoted grade, basic pay will be fixed at the minimum of the promoted grade.

**6.0 Dearness Allowance:**

100% DA neutralization will be adopted for all the workmen. DA as on 01.01.2017 will become zero with link point of All India Consumer Price Index (AICPI) 2001 = 100, which is 277.33 (Average of AICPI for the months of September, October & November, 2016) as on 01.01.2017. The periodicity of adjustment will be once in three months as per the existing practice. The quarterly DA payable from 01.01.2017 will be as under:-

Effective Date	Rate of Dearness Allowance (%)
01.01.2017	0.0
01.04.2017	-1.1
01.07.2017	-0.2
01.10.2017	2.2
01.01.2018	3.4
01.04.2018	3.5
01.07.2018	3.8
01.10.2018	7.3
01.01.2019	8.8

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**7.0 House Rent Allowance (HRA) :**

7.1 Payment of HRA on revised basic pay shall be at the following rates w.e.f. 10.05.2018:-

CLASSIFICATION OF CITIES	RATE OF HRA
X-Class (Population of 50 Lakh and above)	24% of Basic Pay
Y-Class (Population of 5 Lakh to 50 Lakh)	16% of Basic Pay
Z-Class (Population below 5 Lakh )	8% of Basic Pay

The classifications of cities for payment of HRA will be regulated as per notification issued vide DoE, MoF OM No. 2/5/2017-E.II (B) dated 07.07.2017, or any changes incorporated by GoI from time to time.

7.2 Rate of HRA will be revised to 27%, 18% & 9% for X, Y and Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% and 10% when IDA crosses 50%.

**8.0 House Rent Recovery (HRR):**

For township accommodation, the HRR shall be 7.5% of Basic Pay (for X-class cities)/ 5% of Basic Pay (for Y-class cities) / 2.5% of Basic Pay (for Z-class cities) or Standard HRR fixed by POWERGRID, whichever is lower w.e.f. 10.05.2018.

**9.0 Superannuation Benefits:**

Company shall continue to contribute up to 30% of Basic Pay plus DA towards Provident Fund, Gratuity, Post-Retirement Medical Benefits (PRMB) and Pension w.e.f. 01.01.2017.

9.1 The ceiling limit of gratuity will be enhanced from Rs. 10 lakhs to Rs. 20 lakhs w.e.f. 01.01.2017. The funding of the entire amount of gratuity would be met from within 30% of (Basic Pay + DA) towards superannuation benefits. Besides, the ceiling of gratuity shall increase by 25% whenever IDA rises by 50%. The payments shall be subject to Income Tax rules.

9.2 The existing requirement of superannuation and of minimum of 15 years of service has been dispensed with for pension w.e.f. 01.01.2017.

9.3 Consequent to the revision of pay scale w.e.f. 01.01.2017, employer's as well as employees' contribution to the contributory provident fund will be calculated on the basis of the revised basic pay and DA. However, employer's contribution to pension shall continue to be on pre-revised basic pay and DA, pending finalization of the rate of pension.

9.4 The existing Post-Retirement Medical Benefits will continue to be linked to the requirement of superannuation and minimum of 15 years of continuous service.

10.0 In case of workmen under suspension, Subsistence Allowance shall be paid on the basis of revised basic pay and DA as applicable.

**11.0 Location Based Compensatory Allowance (LBCA):**

Location Based Compensatory Allowance (LBCA) shall be regulated as per the terms and conditions outlined in para 10 of Corporate HR Circular No. 404/2018 dated 29.05.2018 applicable to executives.

**12.0 Perks and Allowances under cafeteria approach:**

**12.1** Perks and allowances under cafeteria approach subject to ceiling of 35% of basic pay will be adopted allowing workmen to choose from a given set of cafeteria of perks and allowances. The elements of cafeteria will remain the same. The recurring cost incurred on running and maintenance of infrastructure facilities like hospitals, colleges, schools etc. would be outside the ceiling of 35% of basic pay. Perks and allowances under cafeteria approach shall be payable w.e.f. 01.01.2017. Any addition / deletion / amendment to set of allowances will be issued with the approval of CMD.

**12.2** As regards company owned accommodation provided to workmen, the company would bear the Income Tax liability on the 'non-monetary perquisite', of which 50% shall be loaded within the ceiling of 35% of basic pay on perks and allowances. Company liability in such cases will be restricted as per provisions of the Income Tax Act.

**13.0** In case of workmen placed under suspension, only subsistence allowance as applicable on the revised basic pay shall be payable. A suspended workman shall not be eligible to opt for perks and allowances under the cafeteria. Workmen on long study leave, EOL on any grounds shall not be eligible to opt for perks and allowances under the Cafeteria.

**14.0 Service Weightage :**

Service Weightage will be given to workmen who were on the regular workmen pay scales of the company on 31.12.2016 and continue as workmen as on 01.01.2017, as one-time dispensation, as under:-

**14.1** Amount equal to 2% of actual basic pay as on 01.01.2017 in the revised pay scale will be given as service weightage per month, with effect from 01.01.2017.

**14.2** This amount will be kept as separate element of pay and will not count for any consequential benefits, whatsoever.

**14.3** This element of pay shall be discontinued on their movement from workmen cadre to higher cadre.

**14.4** The above dispensation will not be applicable for employees who are not on the rolls of the company as on date of issue of circular.

in 2017

**15.0 Duration :**

Periodicity of the wage revision effective from 01.01.2017 will be for 10 years i.e. till 31.12.2026 only.

**16.0 Arrears on Account of Pay Revision:**

**16.1** The payment of arrears due on account of pay revision shall be made after necessary adjustments / recoveries.

**16.2** Arrears on account of leave encashment already availed on or after 01.01.2017 shall also be payable.

**16.3** Arrears shall also be admissible to workmen who have demised / resigned / retired on or after 01.01.2017.

**16.4** The arrears in respect of the workmen on secondment / deputation to other PSUs / Govt. organizations and all subsidiaries of POWERGRID / JVs may be calculated and the payment may be made.

**16.5** Where a workman has left the services of POWERGRID and outstanding dues are payable by him, pay revision arrears shall be paid after adjustments of all dues.

**16.6** In case a workman who is absenting without any information to the corporation for long/ absconding / terminated from services, pay arrears in such cases, shall normally not be released unless specifically decided in consultation with associate finance and with the approval of Head of Region / ED (HR) at Corporate Centre. Respective HR departments shall submit a list of such employees forthwith so that appropriate action regarding release of arrears is taken in time.

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## 17.0 GENERAL

- 17.1 This Pay Revision shall also be applicable to workmen who are deployed on deputation or secondment basis in all subsidiaries/ JVs of POWERGRID.
- 17.2 The excess payments, wrong payments and other errors in calculation of the arrears shall be subject to correction, adjustments and recoveries.
- 17.3 Payment of all other allowances not specifically mentioned herein, the same shall cease to exist.
- 17.4 Any changes in the intervening period if made applicable to employees in the executive category will also be extended to the employees in workmen category.
- 17.5 In case of any doubt / requirement of clarification, same should be referred to Corporate HR.
- 17.6 Income Tax shall be recovered at source at the rates applicable as per the Income Tax Act.
- 17.7 In case of any anomalies arising out of the pay revision, the same will be taken up separately.

This issues with the approval of Competent Authority.

*(Handwritten signature)*

(एन शंकर)

कार्यपालक निदेशक (मा.सं.)

### वितरण:

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| <ul style="list-style-type: none"> <li>i) समस्त क्षेत्रीय/ प्रोजेक्ट प्रमुख</li> <li>ii) समस्त क्षेत्रीय/प्रोजेक्ट प्रमुख- मा.सं./ वित्त</li> <li>iii) समस्त विभागाध्यक्ष- केन्द्रीय कार्यालय</li> <li>iv) कम्पनी सचिव- केन्द्रीय कार्यालय</li> <li>v) व.म.प्र. (ERP)/ म.प्र. (वित्त-स्थापना)/ म.प्र. (मा.सं-स्थापना)- केन्द्रीय कार्यालय</li> <li>vi) का.सचिव/नि.सचिव- अ.प्र.नि./ निदेशक (कार्मिक)/ (वित्त)/ (प्रचालन)/ (परियोजना) //(सीवीओ)</li> <li>vii) पावरग्रिड मा.सं वेबसाईट</li> </ul> | } | <p>उ.क्षे.-I/II/III, पू.क्षे.-I/II, उ.पू.क्षे, द.क्षे.-I/II, प.क्षे.-I/II / ओडीशा<br/>/NERPSIP, गुवाहाटी/ RPT HVDC, बेंगलुरु/ W/NICP, गुरुग्राम</p> |
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POWERGRID Conveyance Advance Rules

## POWERGRID CONVEYANCE ADVANCE RULES<sup>1</sup>

### 1.0 Short Title

These rules may be called "POWERGRID Conveyance Advance Rules".

### 2.0 Applicability

These rules shall be applicable to all full-time employees of the Company except:

- i) Lien holders,
- ii) Deputationists,
- iii) Apprentices/Trainees, whether engaged under company's own training scheme or under the Apprentices Act, 1961;
- iv) Muster roll, daily rated, casual, badli or substitute employees;
- v) Contractual employees, Consultants.

## CHAPTER – 1

### 3.0 Scope

- 3.1 The provisions of this chapter shall regulate the cases relating to the grant of conveyance advance for purchase of motor cars (including Jeeps), Two-Wheelers and Electric Vehicles (Four-wheelers/Two-Wheelers), by the eligible employees of the Company (including the purchase of a pre-owned vehicle) or repayment to the previous employer/organization or to Financial Institutions directly for the loan taken earlier from them for the above purposes. The grant of conveyance advance in case of purchase of pre-owned vehicles, however, shall only be permitted if the vehicle is purchased from agencies/ dealerships (for e.g. Maruti Suzuki True Value, Mahindra First Choice, etc.) so as to ensure accurate valuation of the vehicle and not in cases where vehicle is proposed to be bought from individual sellers.

### 4.0 Eligibility

- 4.1 The advance will be granted only to such employees who have completed at least one year's service in the regular establishment of the company and who have been subscribing for at least one year either to the POWERGRID Provident Fund Account or any other recognised Provident Fund Account.

Provided further that the above stipulation regarding minimum one year's service shall not be applicable in respect of such employees of Government Departments/Public Sector Undertakings/Statutory Corporations/Quasi-Government Bodies who join the services of the Company and apply for an advance for the purpose of re-payment of the balance amount of conveyance advance earlier taken from their parent organisations/ departments and interest accrued thereon.

<sup>1</sup> Revised vide Cir No. 429/2019 dated 22.01.2019



## POWERGRID Conveyance Advance Rules

- 4.2 An advance towards the purchase of a vehicle including repayment of an advance taken from an earlier organization or Financial Institution shall be granted only to such eligible employees.
- 4.3 An employee will be eligible for the advance only if an earlier conveyance advance sanctioned to him, if any, has been recovered in full and a minimum period of 4 years reckoned from the date of drawal of the last advance has elapsed. Provided that the above restriction of 4 years shall not apply in case of purchase of a motorcar and where in earlier advance was drawn for the purchase of a two-wheeler.
- 4.4 The advance will not be sanctioned to an employee who is to leave the services of the company within 36 months of the grant of the advance either on superannuation or otherwise.
- 4.5 An employee during his suspension period shall not be eligible for the advance.

**5.0 Amount****5.1 (a) Executives**

The maximum amount of advance for the purchase of a motor car to an employee shall be the following:

Executive Category Employees	Advance
Executives upto the level of E5 in the revised pay scale of Rs.80000-220000	Actual cost of Motor Car or Rs. 8 lakhs (Rupees eight lakhs) whichever is lower.
Executives in revised scale of Rs.90000-240000 (E6) – Rs. 100000-260000 (E7)	Actual cost of Motor Car or Rs. 12 lakhs (Rupees twelve lakhs) whichever is lower.
Executives in revised pay scale of 120000-280000 (E8) & above	Actual cost of Motor Car or Rs. 15 lakhs (Rupees fifteen lakhs) whichever is lower.

**(b) Supervisors & Workmen (W6 & above)<sup>2</sup>**

- Equivalent to 12 months Basic Pay for Electric Vehicles (Max ceiling Rs. 6 Lakhs) or
- 10 months Basic Pay for other vehicles (Max ceiling Rs. 6 lakhs) or
- Actual cost vehicle, whichever is lower.

- 5.2 The maximum amount of advance for the purchase of a **two-wheeler** to an employee shall be the following:

<sup>2</sup> Cir No. 440/2019 dated 27.03.2019



## POWERGRID Conveyance Advance Rules

Category of Employees	Advance
For all regular employees (Executives <sup>3</sup> , Supervisors, Workmen)	Actual cost of <b>two-wheeler</b> or Rs.1,00,000/- (Rupees one lakhs) whichever is lower (including insurance, taxes and insurance charges)

5.3 Amount of the conveyance advance shall be in lump-sum value inclusive of spare wheel, other accessories, insurance charges, road tax, registration charges etc. payable for the vehicle purchased.

5.4 The advance shall be granted to those employees in whose case total deduction from salary do not exceeds 75% of the gross pay.

#### 6.0 Procedure

6.1 The applicant shall apply for Conveyance advance through the respective ESS application, uploading a quotation for the vehicle proposed to be bought and specifying the details of the surety. The application shall be routed to the concerned HR department after being forwarded by the concerned HoD, not below the level of E8. The application shall be forwarded to the specified surety for his/ her acceptance and then to the dealing HR, who shall scrutinize the documents uploaded by the applicant. The eligibility for grant of advance to the employee, with respect to his/ her repaying capacity, the provisions laid down for acceptable surety as per the POWERGRID Conveyance Advance Rules, budget availability, etc. shall be checked automatically by the SAP system. If found to be in order, the dealing HR officer shall then forward the same to the Competent Authority for approval of sanction of advance, recording his/ her observations, if any.<sup>4</sup>

#### 7.0 Disbursement

7.1 On receipt of the sanction order by the employee concerned, he will be required to execute an Agreement in the prescribed proforma, to hypothecate the vehicle in favour of the Company on a non-judicial stamp paper of the requisite value and also a Surety Bond, in the prescribed proforma (The agreement/surety bond stamp value will be as per the applicable stamp duty of the state in which the employee is posted), from a confirmed employee of the Company, who fulfils the following requirements:

7.1.1 His salary/wages is not less than two -third of that of the applicant.

7.1.2 He is not likely to superannuate within 12 months of the date of executing the Surety Bond.

7.1.3 He has not stood surety in more than two cases of conveyance advance.

7.1.4 The employee applying for conveyance advance has not already stood as a surety for him when he applied for conveyance advance.

<sup>3</sup> Cir No. 441/2019 dated 27.03.2019

<sup>4</sup> Cir No. 453/2019 dated 29.07.2019

**POWERGRID Conveyance Advance Rules**

- 7.1.5 The surety has not already stood as a surety against an advance for which hypothecation formalities are not completed.
- 7.2 The applicant shall be required to get a Surety Bond executed from another substitute surety in the event of the surety employee's separation before the applicant has hypothecated the vehicle in favour of the Company.
- 7.3 The liability of the surety will continue so long as the vehicle is not Hypothecated to the company or till the advance, in full (including interest thereon), is repaid to the Company, whichever event happens earlier.
- 7.4 On receipt of the Agreement and Surety Bond in the concerned HR Department, the dealing officer will scrutinize the documents. After the documents are found to be in order, a communication advising the concerned Accounts Department to release the amount to the concerned individual, previous organization or Financial Institution will be issued, whereupon the amount will be released by the Accounts Department.
- 8.0 Terms and Conditions**
- 8.1 The sanction order for the advance shall remain valid for a period of four months from the date of issue of the sanction order or the close of financial year whichever is earlier.
- 8.2 The employee should purchase the vehicle within a period not exceeding 30 days from the date of drawal of the advance, failing which the entire amount of advance along with the interest accrued thereon, shall be refunded forthwith by him to the Company. Provided, however, he may apply to the sanctioning authority for extension of the aforesaid time limit by a period not exceeding 30 days and the authority, in deserving cases, may grant such extension of time. The employee must complete the purchase of the vehicle within the extended period so allowed to him.
- 8.3 If the price paid for the vehicle is less than the amount of advance drawn, the excess amount shall be refunded to the Company within seven days of the purchase.
- 8.4 Immediately on purchase of the vehicle and in no case later than 30 days from the date of purchase of the vehicle, the employee shall submit the Deed to the concerned HR Department, in the prescribed proforma on a non-judicial stamp paper of the requisite value hypothecating the vehicle in favour of the Company. In addition, he shall be required to submit to the concerned HR Department a stamped receipt from the vendor/seller for the amount paid for the vehicle and a copy of RC (indicating hypothecation in favor of POWERGRID) as a token of evidence of the actual transfer of the ownership of the vehicle to the employee and a comprehensive insurance policy insuring the vehicle for an amount not less than the amount due to the Company, for verification and acceptance by the concerned HR Department.



**POWERGRID Conveyance Advance Rules**

- 8.5 The employee should keep the vehicle comprehensively insured for maximum amount as allowed by insurance agency and renew it from time to time; he should produce the receipts thereof annually or whenever called for to the concerned HR Department for verification. In cases of non-compliance of the above stipulation, the monthly conveyance reimbursement in such cases shall be stopped from the insurance expiry date, which shall be re-started only after submission of a copy of renewed insurance policy from the start date of the new insurance policy.
- 8.5.1 At the time of taking the above insurance policy, the employee shall write a letter, in the prescribed proforma, to the insurance Company notifying that the vehicle is hypothecated to the Company.
- 8.6 An employee desiring to sell or transfer ownership of the vehicle to another person during the period the vehicle is hypothecated to the Company, shall be required to obtain prior permission of the sanctioning authority.
- 8.6.1 If the employee does not wish to purchase another vehicle after sale of the existing one with prior permission, the balance amount due to the Company shall be refunded within seven days of the sale/transfer.
- 8.6.2 If the employee wishes to purchase another vehicle with the sale proceeds of the pervious vehicle, subject to the approval of the sanctioning authority, he may do so provided that the purchase is effected within 30 days of sale/transfer of the previous vehicle subject to the following conditions:
- (i) the price of the new vehicle is not less than the amount outstanding and in the event of the price of the newly purchased vehicle being less than the sale proceeds of the previous vehicle, the balance amount shall be refunded to the Company within seven days;
  - (ii) The second vehicle is comprehensively insured and hypothecated in favour of the company;
  - (iii) The employee continues to repay the advance at the same rate as was being done earlier by him.
- 8.7 Notwithstanding anything contained here-in-before, the employee shall be bound to comply with any supplementary rules/orders which may be made subsequently in this regard from time to time with a view to safeguarding the Company's interest as well as proper and faithful observance of the provision of these rules.
- 8.8 Furnishing of false documents or breach of any of the terms and conditions stipulated in these rules and/or any other supplementary rules/orders will render the employee concerned liable to appropriate disciplinary action apart from his being called upon to refund to the Company forthwith the entire advance drawn by him together with the accrued interest.

**9.0 Interest**



## POWERGRID Conveyance Advance Rules

- 9.1 An advance granted under these rules shall carry simple interest from the date of payment of the advance, the amount of interest being calculated on the balance outstanding on the last date of each month.
- 9.2 The rate of interest will be rate, as in force on the date of sanction of advance, as per the notification issued from time to time with the approval of Chairman & Managing Director.

## 9.2.1

Type of vehicle	Rate of Interest (per annum) <sup>5</sup>
Motor Car	7.5%
Motor Car (Electric/ Hybrid)	4.5%
Two-wheeler	6.5%

- 9.3 Notwithstanding anything contained above, failure of an employee to faithful observance of any of the terms and conditions attached to the advance sanctioned will make him liable to pay the interest at the bank lending interest rate.

**10.0 Repayment**

- 10.1 The advance granted to an employee under these rules shall be repaid in full before superannuation/separation from service of the employee, by equal monthly instalments, as indicated below:
- In case of advance granted for the purchase of a four-wheeler, within a period not exceeding 12 years.
  - In case of advance granted for the purchase of a two-wheeler, within a period not exceeding 6 years.
- 10.2 The amount of advance to be recovered from the employee shall be fixed in whole rupees, except in the case of last instalment when the remaining balance, including any fraction of a rupee shall be recovered.
- 10.3 Recoveries on account of interest will be affected only after the recovery of the principal amount.
- 10.4 The ratio of number of instalments for recovery of principal and interest in case of conveyance advance shall be 2:1.
- 10.5 Recovery of the advance granted under these rules shall commence from the salary/ wages of the month following that in which the advance is drawn.

<sup>5</sup> Applicable for Supervisors and Workmen vide Cir No. 441/2019 dated 27.03.2019



## POWERGRID Conveyance Advance Rules

- 10.6 The deed of Hypothecation shall stand cancelled after the advance with interest is fully repaid to the Company and the same shall be returned to the employee duly endorsed to this effect on the Deed within a period not exceeding 30 days thereof.
- 10.7 **Repayment to Financial Institutions:**  
Conveyance advance shall also be allowed to employees seeking repayment of loan taken from financial institutions for the purchase of Four-Wheelers (Motor Car/ Jeep) or Two-Wheelers, including Electric Vehicles as under:
- (i) The maximum amount of advance granted for this purpose shall be limited to the amount of outstanding principal loan to the financial institution excluding interest and penalty, if any, for pre-payment of loan, on the date of application. This amount shall be further limited to the advance as admissible under Rule 5.0 of Conveyance Advance Rules to an otherwise eligible employee for the same type of vehicle for which loan had been taken from the financial institution.
  - (ii) If the sanctioned amount so arrived at the para above is less than the amount outstanding, the employee shall first deposit the difference amount with the financial institution. Thereafter he/she shall submit a certificate from the financial institution indicating the outstanding amount and indicating that nothing more is payable by the employee.
  - (iii) The employee shall also be required to produce a certificate from the financial institution that there shall be no objection for pre-payment of loan to them by POWERGRID and that their deed of hypothecation will stand cancelled after the outstanding loan has been paid and further that the employee concerned shall be free to hypothecate the vehicle to POWERGRID. Thereupon, POWERGRID shall make the payment of outstanding loan to the financial institution.
  - (iv) Repayment of outstanding principal to the financial institution shall be in lieu of conveyance advance granted to an eligible employee under Rule 5.0 of Conveyance Advance Rules and shall be a one-time dispensation.
  - (v) Accordingly, in the sanction order, Surety bond and the Agreement, wherever "purchase of four-wheeler/ two-wheeler" is appearing shall be replaced by "repayment of outstanding loan to i.e. M/s\_\_\_\_\_ (Name of the Financial Institution) towards purchase of four-wheeler/ two-wheeler".
  - (vi) Employee availing this facility shall have to fulfill all other terms and condition of Conveyance Advance rules.





## Chapter – 2

### 11.0 General

- 11.1 These rules are framed entirely as a welfare measure and do not confer any right or benefit on the employees nor impose any obligation or liability, whatsoever, on the Company and shall not be deemed to be any contract or condition of service between the Company and any such employee.
- 11.2 The grant of advance under these rules shall always be subject to availability of funds.
- 11.3 The power to interpret and administer the rules shall rest with the Director (Personnel) of the company whose decision shall be final and binding. The Director (Personnel) is also empowered to make any supplementary rules, modifications and amendment of minor nature to these rules and to regulate the frequency/periodicity of the grant of advance to an individual employee, in case so necessitated due to receipt of a comparatively larger number of applications.
- 11.4 The Company reserves the right to modify, cancel, add or amend any of these rules.

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